

REDUANUL MOMTAJ REDOY

Branch In Charge

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AL BARSHA, DUBAI, UAE

EXPERIENCE

11/2022 Present

Branch In Charge

Dubai, UAE

LM Exchange DULSCO VILLAGE BRANCH

- Responsible in achieving the transaction and sales target set by the management
- Participates in strategy planning and goal setting of the company
- Make sure that branch operations run smoothly in accordance to company policy
- Utilizes labor management tools, including effective scheduling, to maximize productivity, profitability, and margins
- Ensure all transactions are conducted at the branch as per AML policies
- Conducts regular store meeting
- Executes and monitors loss prevention
- Responsible for managing branch revenue, including cash handling, deposit reconciliation, and delivering deposits to the bank.
- Monitor the employees to provide a positive working environment and handle employee and customer issues appropriately and in a timely manner
- Communicating with banks for remittance issues and resolving

Back Office Management

04/2022 11/2022

Al yasmeen hypermarket

Al helio, ajman

- Working as a back office management
- Check product
- Update product
- Product entry
- Invoice processing
- Perform all tasks assigned by senior officer

KEY ACHIEVEMENTS

- Branch Transactions Increase**
Implemented strategy increasing branch transactions by 25% in 4 months.
- Cost Reduction Achievement**
Reduced branch operating costs by 20% through efficiency measures.
- Sales Target Achievement**
Managed team of 7 to achieve sales target of monthly.

EDUCATION

Bachelor of Science

Port City International University

01/2016 01/2020

BANGL ADESH

- I am recently graduate in Computer Science & Engineering
- From this university which is one of the best university in my

Higher Secondary Certificate

01/2012 01/2014

B.A.F Shaheen College

Chittagong

- I completed my H.S.C in Science background
- Air Force Shaheen College, Chittagong

INDUSTRY EXPERTISE

Customer service

Meeting Target



Time Management

Complain Handling



Cash Handling



SUMMARY

Experienced and dedicated branch in charge with over 3 years of experience in overseeing branch operations, ensuring excellent customer service, and boosting sales performance. Proven ability to lead and inspire teams, improve processes, and implement strategic initiatives to enhance operational efficiency and profitability. Skilled in financial management, inventory control, and building relationships with clients and stakeholders. Committed to creating a positive work environment and achieving organizational goals through effective leadership and customer- focused solutions.

LANGUAGES

English	Native	<div></div>
Hindi	Native	<div></div>
Bangla	Native	<div></div>

SKILLS

<input checked="" type="checkbox"/> QUICK LEARNER	<input checked="" type="checkbox"/> TEAM LEADER
<input checked="" type="checkbox"/> DATA ENTRY	<input checked="" type="checkbox"/> OFFICE 365
<input checked="" type="checkbox"/> CASH HANDLING	<input checked="" type="checkbox"/> MANAGEMENT
<input checked="" type="checkbox"/> COMPLAIN HANDLING	<input checked="" type="checkbox"/> MEETING DEADLINES
<input checked="" type="checkbox"/> ANIMATION	<input checked="" type="checkbox"/> PROBLEM SOLVING
<input checked="" type="checkbox"/> COMMUNICATION	<input checked="" type="checkbox"/> TIME MANAGEMENT

Passport Information

- Date of Birth: 20th NOV 1996
- Nationality: Bangladeshi
- Passport No: A01869226
- Date of issue: 26/09/2021
- Date of expiry: 25/09/2031
- Visa status: Employed Visa

DECLARATION

The above information is true and correct to the best of my knowledge and trust that my qualification will meet your consideration